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Personnel

**SPECIFIED PERIOD OF
TIME CONTRACTS (SPTC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFPC/DPPRS
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This instruction tells how to extend dates of separation (DOS) on officers through a Specified Period of Time Contract (SPTC). It applies to all active duty members including officers with a Reserve commission and enlisted members of the Reserves serving on active duty and administered by the active component. Otherwise, it does not apply to Air National Guard or US Air Force Reserve units and members. Major commands or subordinate units do not have the authority to supplement this instruction. This instruction directs the collection of information protected by the Privacy Act of 1974. The authorities to collect the prescribed records in this instruction are Title 10, U.S.C., Section 8013, and Executive Order 9397. The Privacy Act Statement appears on the forms. System of Records Notices F036 AF PC Q, Personnel Data Systems (PDS), and F036 AF PC C, Military Personnel Records System, apply. Maintain and dispose of all records created as a result of the prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

Section A—Program Elements

1. Submitting an SPTC. Officers may submit an SPTC to obtain more active duty service retainability to:

- 1.1. Serve the tour length for an assignment.
- 1.2. Be eligible to accept an ADSC associated with education or training.
- 1.3. Complete Undergraduate Flying Training (UFT).
- 1.4. Get retainability for a second consideration plus 6 months from notification of deferment, if not selected for captain or Conditional Reserve Status (CRS). (EXCEPTION: Judge advocates not selected for CRS cannot use an SPTC).
- 1.5. Process paperwork for Regular Status or CRS.
- 1.6. Avoid a special hardship that would occur by voluntarily leaving military service.

- 1.7. Aid mission accomplishment if presence is in the best interest of the Air Force.
- 1.8. Serve as a Health Professions officer in a critical specialty when ineligible for active duty retirement due to age.
 - 1.8.1. HQ USAF/SG determines if the specialty is critical.
- 1.9. If you are a medical or dental officer who has been selected for a Regular Air Force (RegAF) appointment and you are within 60 days of your mandatory separation date, you may execute an SPTC for up to 90 days to complete your RegAF processing.
- 1.10. Serve as a Chaplain.

2. Restrictions on Using SPTC. Officers may not request an SPTC if they:

- 2.1. Have an involuntary Date of Separation (DOS) established for cause, or a mandatory separation date established by law or policy including Reserve officers requesting to remain on active duty beyond 20 years Total Active Federal Military Service (TAFMS).
- 2.2. Establish a DOS under the 7-day option rule described in AFI 36-3203, *Service Retirements*, and AFI 36-3207, *Separating Commissioned Officers*.
- 2.3. Decline career status and do not request withdrawal of their declination statement.
- 2.4. Are selected for but do not accept career status.
- 2.5. Are not qualified or eligible to be a career officer under AFI 36-2610, *Appointment of Officers in the Regular Air Force and Conditional Reserve Status*. EXCEPTION: A Health Professions officer identified in paragraph 1.8. may apply.
- 2.6. Use separation orders for advance payment, household goods or hold-baggage shipment, or travel for themselves or dependents.
- 2.7. Are a Dental Corps officer, wishing to extend DOS to accept additional special pays (ASP).
- 2.8. Are Medical Corps officers requesting extension beyond age 60.

3. Applying for a SPTC. Complete AF Form 233, **Specified Period of Time Contract (SPTC)**, and include the exact reason for the SPTC. An SPTC that contains statements seeking to place conditions on the AF for acceptance of the contract will not be considered. Send the completed SPTC to your immediate commander for endorsement. (See Terms, [Attachment 1](#).)

- 3.1. Send all requests to change or withdraw a SPTC to the approval/disapproval authority listed in [Table 1](#), [Table 2](#), or [Table 3](#).

Section B—Responsibilities

4. Commander. Reviews the SPTC, recommends approval or disapproval, includes justification, and sends the SPTC to the Military Personnel Flight (MPF).

5. MPF Personnel:

- 5.1. Process the SPTC as outlined in [Table 1.](#), [Table 2.](#), or [Table 3.](#)
- 5.2. Review the SPTC and ensure the person is eligible.
 - 5.2.1. If MPF is approval authority, approve the SPTC and update PDS.
 - 5.2.2. If MPF is not the approval authority, MPF must send the SPTC to the approval authority listed in [Table 1.](#), [Table 2.](#), or [Table 3.](#)
- 5.3. Hold a copy of the SPTC to ensure the officer does not separate or leave the base before approval or disapproval of the SPTC.
 - 5.3.1. If a final decision on the SPTC is not received by the 10th calendar day before the officer's DOS, the MPF Special Actions Section (DPMPER) enters a PTI 430 to extend the officers' DOS for up to 30 days and notifies the MPF Separations Section (DPMARS) to revoke separation orders.
 - 5.3.2. If the DOS expires and the SPTC is disapproved, immediately inform the officer he or she will separate within 10 calendar days of the disapproval notification.
- 5.4. Officer must be notified in writing, upon MPF notification of approval or disapproval of an SPTC.
 - 5.4.1. The approval or disapproval authority sends the original AF Form 233 to HQ AFPC/DPSR11, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723.
 - 5.4.2. File a copy in the UPRG, section 4, as a source document until the new DOS expires. Annotate the hold copy and file it in the UPRG when the SPTC is approved through PDS.
 - 5.4.3. Forward a copy of a SPTC prepared for Tuition Assistance to the Education Service Officer.

6. Education Services Officer (ESO):

- 6.1. Process SPTC's for Tuition Assistance as outlined in [Table 2.](#) or [Table 3.](#)
 - 6.1.1. Confirm officer's eligibility to apply for Tuition Assistance in writing.
 - 6.1.2. Send the SPTC, along with any Tuition Assistance supporting information to the MPF Special Actions Section (DPMPER) for further processing after the immediate commander recommends approval/disapproval.

7. MAJCOMs. Review and recommend approval or disapproval of SPTC's as specified in [Table 1.](#), [Table 2.](#), or [Table 3.](#)**8. HQ AFPC.** Reviews the SPTC for approval/disapproval (except Judge Advocates). The approval and disapproval authorities:

- 8.1. For Line of the Air Force officers: HQ AFPC/DPPRS, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713.
- 8.2. For Chaplain officers: HQ AFPC/DPAH, 550 C Street West, Suite 28, Randolph AFB TX 78150-4730.

8.3. For Health Professions officers: HQ AFPC/DPAM, 550 C Street West, Suite 25, Randolph AFB TX 78150-4727.

9. HQ USAF. Reviews the SPTC for Judge Advocates and approves or disapproves. The approval or disapproval authority is:

9.1. HQ USAF/JAX, 1420 Air Force Pentagon, Washington DC, 20330-1420.

10. HQ USAF or AFPC. Approves or disapproves SPTC:

10.1. Approved SPTC: Notifies the MPF through PDS. Sends the original copy of the SPTC to HQ AFPC/ DPSR11 for file in the officer’s master personnel records group.

10.2. Disapproved SPTC: Disapproval authority forwards a memorandum or message to the MPF with information copy to the MAJCOM. Sends the original copy to HQ AFPC/DPSR11, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723 for file in the officer’s master personnel record group.

11. Form Prescribed. AF Form 233, **Specified Period of Time Contract (SPTC).**

Table 1. SPTC Processing Procedures for Line of the Air Force Officers.

R U L E	A	B	C	D
	If the reason for an SPTC is for (see note 1)	and the immediate commander recommends (see note 2)	then endorse section III	and the approval or disapproval authority is (see note 3)
1	A PCS move	approval	(see note 4)	MPF/CC or MPF/DPMP (approval authority only, not disapproval authority) (see note 5).
		disapproval		
2	An education or training course	approval		
		disapproval		
3	An extension of overseas tour not to exceed 12 months	approval	(see note 6)	HQ AFPC/DPPRS, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713 (see note 7).
		disapproval		
4	An extension of overseas tour greater than 12 months	approval		
		disapproval		

R U L E	A	B	C	D
	If the reason for an SPTC is for (see note 1)	and the immediate commander recommends (see note 2)	then endorse section III	and the approval or disapproval authority is (see note 3)
5	Career Reserve Status processing	approval		
		disapproval		
6	A second consideration for promotion to captain (see note 8)	approval		
		disapproval		
7	A hardship (see note 11)	approval		
		disapproval		
8	In the best interests of the Air Force (see note 11)	approval		
		disapproval		

NOTES:

1. Contact HQ AFPC/DPPRS if an officer submits an SPTC for a reason not listed in this table.
2. Process all SPTCs through the immediate commander (organizational office symbol/CC) for recommendation. After immediate commander makes a recommendation, return the SPTC to MPF for further processing or final approval.
3. Send all requests for changes to or withdrawal of the SPTC to the approval/ disapproval authority listed.
4. Complete AF Form 233, section III (for rules 1, 2, or 3) only when the SQ/CC, MPF/DPM, or MPF/DPMP recommends disapproval of the SPTC. Send the SPTCs to HQ AFPC/DPPRS for final resolution.
5. The chief, MPF, may delegate SPTC approval authority for rules 1, 2, or 3 to the chief, customer support element.
6. SQ/CC, MPF/DPM, or MPF/DPMP are not required to make a recommendation. Send completed AF Form 233, to include section II, directly to HQ AFPC/DPPRS for final approval or disapproval.
7. HQ AFPC/DPPRS refers SPTCs to the Secretary of the Air Force Personnel Council, for final approval or disapproval, when the MAJCOM commander (CC, CV, or Staff Director) recommends disapproval.
8. The SPTC request must not be less than 12 months from members current DOS.
9. Must have MAJCOM commander's (CC, CV, or Staff Director) recommendation, when the immediate commander recommends disapproval of the SPTC.

10. A wing commander recommendation is required for all SPTCs submitted for rules 7 and 8.

11. Submit an SPTC only once, and SPTC request may not be for more than 180 days.

Table 2. SPTC Processing for Judge Advocate and Chaplains.

R U L E	A	B	C
	If the officer is	then he or she submits the SPTC through appropriate channels to MPF, who forwards it	to the approval or disapproval authority (as required)(see note 1).
1	a judge advocate (JA)	through the intermediate command JA and MAJCOM/JA for the recommendation and endorsement of staff judge advocates or designees (see note 2)	HQ USAF/JAX, 1420 Air Force Pentagon, Washington DC 20330-1420.
2	a chaplain (HC)	through major subordinate command's HC to the MAJCOM/HC for recommendation and endorsement	HQ AFPC/DPAH, 550 C Street West Suite 28, Randolph AFB TX 78150-4730 (see note 3).
3	a judge advocate or chaplain participating in off-duty education with tuition assistance (TA) (AFI 36-2306, <i>The Education Services Program</i>)	(see note 4)	MPF/CC, MPF/DPM, or MPF/DPMP (approval authority only, not disapproval authority) (see note 5).

NOTES:

1. Send all requests for changes to or withdrawal of SPTCs to HQ USAF/JAX for judge advocates, and HQ AFPC/DPAH for Chaplains. MAJCOM recommendation is not required on SPTCs submitted based on hardship or in the best interest of the Air Force.
2. On AF Form 233, section II, obtain the endorsement of the applicant's staff judge advocate or equivalent, instead of immediate commander. In section III (and on additional sheets if necessary), obtain the endorsement of the applicant's senior supervisory judge advocates in intermediate and major command channels or equivalent supervisory judge advocates. Do not get endorsements when the reason for the SPTC is assignment retainability requested by HQ USAF/JAX.
3. For SPTC of 90 days or longer, forward a letter of request from the ecclesiastical endorsing agency or endorsement (DD Form 2088, Certificate of Ecclesiastical Endorsement) to HQ AFPC/DPAH, 550 C Street West Suite 28, Randolph AFB TX 78150-4730. New endorsement is not required for SPTC of 89 days or less or if already endorsed for Conditional Reserve Status (CRS).

4. Complete AF Form 233, section III only when the SQ/CC, MPF/DPM, or MPF/DPMP recommends disapproval of an SPTC. Send these SPTCs to HQ USAF/JAX for judge advocates and HQ AFPC/DPAH for chaplains, as appropriate, for final resolution.
5. The chief, MPF, may delegate SPTC approval authority to the Chief, Career Enhancement Element.

Table 3. SPTC Processing Procedures for Health Professions officers (see [Attachment 1](#)).

R U L E	A	B	C	D	
	If the reason for an SPTC is for (see note 1)	and the immediate commander recommends (see note 2)	then get the additional endorsement in section III	and the approval or disapproval authority is (see note 3).	
1	a PCS move	approval	(see note 4)	MPF/CC or MPF/DPMP (approval authority only, not disapproval authority) (see note 5).	
		disapproval			
2	an extension of overseas tour not to exceed 12 months	approval	(see note 6)		
		disapproval			
3	off-duty education with tuition assistance (TA) (AFI 36-2306)	approval			HQ AFPC/DPAM, 550 C Street West, Suite 25, Randolph AFB TX 78150-4727.
		disapproval			
4	single year incentive special pay (ISP) or additional special pay (ASP) contracts (medical corps and certified registered nurse anesthetists only)	approval		(see note 6)	
		disapproval			
5	multi-year special pay (DPM) contracts and multi-year incentive special pay (MISP) (medical corps only)	approval	HQ AFPC/DPAM, 550 C Street West, Suite 25, Randolph AFB TX 78150-4727. Send a copy to MAJCOM/SG or designee on all officers requiring retainability.		
		disapproval			

R U L E	A	B	C	D
	If the reason for an SPTC is for (see note 1)	and the immediate commander recommends (see note 2)	then get the additional endorsement in section III	and the approval or disapproval authority is (see note 3).
6	all others	approval	by the MAJCOM/SG or designee (see note 7)	HQ AFPC/DPAM, 550 C Street West, Suite 25, Randolph AFB TX 78150-4727.
		disapproval		

NOTES:

1. Contact HQ AFPC/DPAM if an officer submits an SPTC for a reason not listed in the table. Do not get MAJCOM recommendation on SPTCs submitted based on hardship or in the best interest of the Air Force.
2. Process all SPTCs through the immediate commander (organizational office symbol/CC) for a recommendation. After the immediate commander makes the endorsement, return the SPTC to the MPF for further processing or final approval.
3. Send all requests for changes to or withdrawal of SPTCs to HQ AFPC/DPAM, 550 C Street West, Suite 25, Randolph AFB TX 78150-4727.
4. Complete AF Form 233, section III (for rules 1, 2, or 3), only when the DP, DPM, or DPMP, wishes to disapprove an SPTC. Send these SPTCs to HQ AFPC/DPAM for final resolution.
5. The chief, MPF, may delegate SPTC approval authority for rules 1, 2, and 3 to the chief, career enhancement element.
6. AF Form 233 not required. Contract serves as authority to extend officer's date of separation (DOS), provided that the member is otherwise eligible for DOS extension under this instruction.
7. Base Dental Corps officers attach separate sheet endorsements to the AF Form 233.

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DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

F036 AF PC Q, Personnel Data Systems

F036 AF PC B, Military Personnel Records System

Title 10, U.S.C., Section 8013, Secretary of the Air Force

AFI 36-2306, *The Education Services Program*

AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

Abbreviations and Acronyms

AFB—Air Force Base

AFPC—Air Force Personnel Center

CRS—Conditional Reserve Status

DC—Dental Corps

DOS—Date Of Separation

ESO—Education Services Officer

LAF—Line of the Air Force

MAJCOM—Major Command

MC—Medical Corps

MISP—Multi-year Incentive Special Pay

MPF—Military Personnel Flight

MSC—Medical Service Corps

NC—Nurse Corps

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PDS—Personnel Data System

SPTC—Specified Period of Time Contract

TAFMS—Total Active Federal Military Service

USAF—United States Air Force

U.S.C.—United States Code

UPRG—Unit Personnel Record Group

Terms

Active Duty—Full-time duty in the active military service of the United States.

Career Officer—A Regular officer; an Air Force Reserve officer currently serving in Indefinite Reserve Status (IRS); or an officer serving under Conditional Reserve Status (CRS) program.

Date of Separation (DOS)—A date established according to law or policy for the termination of active duty.

Extended Active Duty (EAD)—A tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD changes from ARC to the active force. Members of the ANGUS or USAFR in a full-time active duty status with the active force other than active duty for training or temporary tours of active duty.

Extended Long Overseas Tour (ELT)—The extended tour length is the standard tour plus 12 additional months. This only applies to overseas tours of 15 months (unaccompanied) or 24 months (accompanied).

Health Professions Officer—Includes all Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), and Biomedical Sciences Corps (BSC) officers.

Immediate Commander—The first officer in a member's chain of command having command authority. The immediate commander may delegate the authority to sign the AF Form 233 to a squadron section commander or staff agency head (when appropriate), except for Health Professions personnel. The commander must delegate this authority in writing. The commander must sign directly for Health Professions personnel. EXCEPTION: See [Table 2.](#), rule 1, for Staff Judge Advocates (SJAs).

Noncareer Officer—A temporary officer or Air Force Reserve officer who entered on active duty for a specified period of duty. Does not include IRS/CRS officers.

Service Retainability—Time remaining to serve on active duty in the Air Force.

Specified Period of Time Contract (SPTC)—A signed AF Form 233, **Specified Period of Time Contract**, in which an officer agrees to extend his or her DOS and stay on active duty for a specified period.

Addresses

HQ AFPC/DPAM (Medical)
550 C Street West Suite 25
Randolph AFB TX 78150-4723

HQ AFPC/DPAH (Chaplain)
550 C Street West Suite 28
Randolph AFB TX 78150-4730

HQ USAF/JAX (Judge Advocate)
1420 Air Force Pentagon
Washington DC 20330-1420

HQ USAF/SG (Surgeon General)
170 Luke Avenue, Suite 400
Bolling AFB DC 20332-5113

HQ AFPC/DPPRS (Line of the Air Force officer)
550 C Street, Suite 11
Randolph AFB TX 78150-4737